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TO : Executive Officer

DATE: 14 April 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 15  
6 April - 12 April 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

25X1 1. Instructional Techniques Course - Nine students are enrolled in current course being conducted in Room 213, R & S. Eight students are destined [ ] and the course has been modified to more closely fit their needs.

25X1 2. Training of FE Personnel - The training programs of Messrs. [ ] in the Audio and Visual Aids Section continued during the week.

3. Training Aids Completed -

- a. BOC - OSI display of three panels for exhibit.
- b. BOC - Reading Improvement Display of two panels for exhibit.
- c. OTR - Artwork of schedules for TR-CC-100, 101 and 200.

4. Progress on Significant Training Aids -a. BOC Displays for Exhibit -

- (1) OCI, ORR and OO panels are being designed.
- (2) OCD Library revised display discussed with Librarian.
- (3) Junior Career Officer Training Problem - Sketches have been prepared for approval by DTR and [ ]

25X1 b. Japanese Language Manual - Material now at Reproduction Division for printing.

c. Pictograph Symbols of Clandestine Operations - A set of 45 symbols to be used on a magnetic board in Operations and Administrative Support Courses are 75% complete.

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5. Catalog of Courses - Layout of long-term schedule for Headquarters' catalogs 100-1 and 101-1 to be forwarded to Reproduction Thursday, 14 April. Changes in the Field catalog, 200-1 have been noted and approved by [ ] 25X1  
[ ] CI/[ ] will also be forwarded 14 April for processing at Reproduction.

6. OTR Film, [ ] - Casting continuing; administrative details show signs of reactivating production; no extensive delays anticipated.

7. Bibliography on Civics and Government -

a. [ ] discussed with [ ] 25X1  
and [ ] the nature and scope of this project.

b. Sixteen titles of appropriate books were selected from a special collection of titles located at the Dept. of HEW.

c. Mr. Greenwood, Librarian USIA, was consulted on this problem. Several book lists compiled by USIA for their Staff use in the field were obtained for use in this project. The lists recommend books that are cleared, and the contents are annotated with the grade level use indicated. 25X1

8. Information on [ ]  
discussed in greater detail with [ ] desks in TSS the 25X1  
project initiated 23 March 1955. Very satisfactory results are being obtained. 25X1

10. Navigation Study Guide - draft received from instructor, MTB; to be edited prior to his submitting it for approval of Deputy Chief, Operations School.

11. Transcriptions for Budget and Finance (CSR course) - Eight tapes transcribed and forwarded to instructor in Administrative Procedures Course.

12. Red Interpreter - Scheduled delivery is 20 April.

13. Lesson Plans and Overseas Requests received this week - None  
Bibliographic Work - Index to the Instructors' Guide. Fifty typed pages have been submitted for reproduction to [ ] 25X1

14. Films for [ ]

- a. Four retention films due
- b. Twenty-three loan films due
- c. Five loan films sent

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15. Attendance at Foreign Language Films -

<u>Date</u>	<u>Language</u>	<u>Attendance</u>
4/6/55	German	<input type="checkbox"/>
4/7/55	Spanish	
4/12/55	Italian	

16. ☐ reported for duty as a Clerk-Typist in the Editorial and Reproduction Section this week.

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